



CHARLES COUNTY GOVERNMENT

Department of Planning & Growth Management

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www.charlescounty.org

Maryland Relay Service: 7-1-1 · TDD: 1-800-735-2258

MOBILE FOOD SERVICES CUSTOMER ASSISTANCE GUIDE

Procedures for submission to obtain a Mobile Food Services Permit:

1. Health Department permits for a mobile food service facility (COMAR 10.15.03.02) must be obtained prior to issuance of the Charles County Government, Planning and Growth Management permit.
2. Once obtained, the Mobile Food Services Application can be submitted.
3. Items **REQUIRED** to be submitted with the application are:
 - a. Business license obtained from the Office of Clerk of the Circuit Court (301-932-3202)
 - b. A general site location map illustrating the location of the proposed facility and setbacks to the property lines and access areas.
 - c. Written description of the desired location.
 - d. Written permission of the property owner.
 - e. Copy of insurance policy covering the mobile food truck, and.
 - f. Permit fees: every year, first year there is a one-time inspection fee.

REQUIREMENTS AND RULES OF OPERATION:

1. Standard Dimensions and Appearance:
 - a. Maximum vehicle size is twenty-four (24) feet long, twelve (12) feet tall, ten (10) feet wide while in motion.
 - b. Signs shall be either attached to the mobile unit or be limited to a three (3) feet by five (5) feet maximum size reader board temporarily placed on the ground within five (5) feet of the facility.
 - c. Facility must not look dirty, damaged, or in disrepair, causing unsightly appearances.
2. Operational Standards:
 - a. Operating hours are limited to 5:00 a.m. through 10:00 p.m.
 - b. Paved off-street parking must be designated for the use.
 - c. Prohibited:
 - i. No sound amplifiers, noise-making devices.
 - ii. No excessively loud music and other unreasonable disturbances to the public peace.
 - iii. Not allowed to provide tables, chairs, or umbrellas.
3. Safety and Sanitation:
 - a. Facilities may not restrict or interfere with the ingress or egress of an abutting property owner or tenant, create or become a nuisance or hazard to public health, safety or welfare.
 - b. Facilities may not increase traffic congestion or delay or constitute an obstruction to adequate fire, police or sanitation vehicles.

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- c. No mobile food service facility is permitted in a restricted parking zone, or within fifteen (15) feet of a fire hydrant.
 - d. Facility managers and staff must have readily available access to a restroom at all times, during operation hours.
 - e. Facility must be clean.
 - f. The placement of equipment, including propane tanks or generators into the public right of way is prohibited.
 - g. Trash containers must be provided, maintained, and emptied when full. A ten (10) feet radius of the operating space must remain free of all refuse of any kind generated from the operation of the business.
4. Insurance:
- a. Facilities must be properly licensed, tagged, and insured.
 - b. A copy of the insurance policy covering the mobile food service facility must be filed with the Charles County Government Department of Planning and Growth Management (included with application).
5. Suspension or Revocation of License; Appeals
- a. Permitting and/or licenses may be suspended or revoked due to violation of the regulations and upon:
 - i. discovery that the applicant has knowingly misstated or omitted a material fact from the submitted application;
 - ii. or has refused to leave any premises when lawfully directed by an owner, occupant or authorized government official to do so;
 - iii. or is not in compliance with local, state or federal regulations.
 - b. Upon inspection, if the mobile food service facility is found to not comply with these regulations, the zoning officer or his/her designee shall provide written notice to the applicant or permit holder of any action taken or proposed to be taken. The applicant will be given a reasonable period to respond.
 - c. In deciding the length of time for suspension or revocation of a permit, the Department of Planning and Growth Management shall consider:
 - i. The nature of the offense, the extent to which the offense impacts public health, safety and welfare;
 - ii. The nature and number of previous offenses;
 - iii. Actions needed to correct violations in a timely manner.
 - d. An appeal of a permit suspension, revocation, or denial must be made in writing to the Zoning Officer within seven (7) days of the suspension, revocation or denial date. Re-issuance of the permit may be allowed once the violation is remedied. The applicant/owner may submit an application for administrative appeal or the zoning officer determination to the Board of Appeals for a final determination of compliance.